

# Library of California

CALIFORNIA STATE LIBRARY

## **REGIONAL LIBRARY NETWORK PLANNING GRANT APPLICATION FY 1998/99**

**Return  
REGIONAL LIBRARY NETWORK PLANNING GRANT APPLICATION  
to:  
Anne Marie Gold  
Library of California, California State Library  
P.O. Box 942837  
Sacramento, CA 94237-0001  
Dates for submittal:  
May 1 – 31, 1999**

### **REGIONAL LIBRARY NETWORK PLANNING GRANT APPLICATION**

1. Regional Library Network Planning Region

#### **REGION 1**

2. Institutions/Organizations for Core Regional Library Network Planning Group

Siskiyou County Library  
Eureka High School  
Tehama County Office of Education  
Mercy Medical Center  
Colusa County Library  
Lassen Community College  
California State University, Chico  
North State Cooperative Library System

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3. Describe the selection process that was utilized to choose members of Core Regional Library Network Planning Group.

The core planning group was chosen by identifying librarians from all library types that had previously participated in Library of California planning sessions. Of approximately 20 librarians that were contacted, eleven were able to commit to the project. Eight of those were asked to attend the April 12/13 meeting. The eight that were chosen represent eight of the thirteen counties that make up Region 1, and they represent two of each library type, if the North State Coordinator is considered as a representative of special libraries. This group will continue to operate as the Core Regional Library Network Planning Group.

4. Describe how the planning grant was developed in consultation with the stakeholder libraries in the region.

All of the public libraries in Region 1 were asked to identify the libraries in their area, provide them with background on the Library of California, and invite them to a planning meeting in Willows, California, on March 18, 1999. North State System Advisory Board members were also invited, and several participated as representatives of the user community. Anne Marie Gold gave an overview of the Library of California. The participants then met in small groups to discuss their expectations and their concerns. The input from that meeting helped the Planning Group draft this planning grant.

In addition, a draft of the grant has been distributed to all participants from that meeting, and all public, school and academic librarians in North State. They have had an opportunity to give input on committee formation, timetable, and all other aspects of the grant.

The members of the Planning Group have also contacted specifically identified stakeholders individually for input. These are either people who have expressed strong interest in this process, or people who have particular expertise or diverse points of view that the Planning Group targeted as particularly important to the process.

The members of the Planning Group belong to many organizations. They have contacted those groups, or members of their groups, for input into the grant. The consortia

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contacted include HARC (Humboldt Area Reference Consortia), Superior California Learning Resources Consortium, Superior California Health Libraries Consortium, California Community College Council of Chief Librarians, the Learning Resources Association of The California Community Colleges, and the Community Information Network in Lassen County.

Through a current grant, the North State Cooperative Library System has gathered information on the level of technology use in North State libraries. This information has also been taken into consideration as part of this grant writing.

The Fiscal Agent for this grant, North State Cooperative Library System, was chosen because that organization has a history of being very reliable as a fiscal agent, making record keeping reasonably easy, and reimbursing claims promptly. Other organizations believed their auditors or accountants would not want this responsibility. The contact organization, Siskiyou County, was chosen because the Director, Pat Harper, is interested in serving in this capacity, and able to hire reliable clerical staff at a reasonable rate of pay to assist in the project.

5. Describe the process that will be utilized to expand the Core Regional Library Network Planning Group to full group.

In order to expand the Core Regional Library Network Planning Group into the full planning group, the Core Group will invite area librarians and interested stakeholders to a meeting on June 14th, at the Tehama County Office of Education in Red Bluff. At this meeting, committees will be formed for the following purposes:

Administration (including bylaws, council formation, membership criteria, Personnel, strategic goals and transition from system to network) (convened by Carolyn Dusenbury)

Finance Committee (convened by Sue Rawlins and Pat Harper)

Technology and Infrastructure (convened by Rosanna Brown)

Public Relations (convened by Billie White and Jim Kirks)

Services (convened by Betty Sherman and Judy Turner)

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Prior to the June 14th meeting, the Planning Group members plan to recruit specific people that have been identified as having skills and knowledge that are needed. They have also identified librarians and others that will bring a diversity of needs and opinions into the process. Approximately 30 people have been identified to date as potentially very helpful participants.

6. How will the Planning Group insure that it is representative of the cultural and geographic diversity of the Planning Region?

The Planning Group represents the geographic areas and diverse libraries in the North State adequately. It does not, as it is currently formed, include members of culturally diverse groups. The Planning Group has, however, identified potential committee members and advisors that will bring cultural diversity into the process. Members of the Planning Group are very aware of the need for diverse opinions and intend to fill this need by recruiting as varied a group as possible to serve on committees, and join the planning group if they are interested.

Glenn County has an active Asian Task Force. Members of it will be contacted for input. Area hospitals have a diversity of staff that will be asked to participate, either in committees or focus groups. The Karuk Tribe, in Happy Camp, has a small library and an active community organization. They will be asked if one of their members can participate.

7. Describe the proposed plan of action and timeline for formation of Regional Library Network(s) by Regional Library Network Planning Group.

The proposed timeline for the project is:

May 15, 1999 (or before) Planning Group meets to finalize grant, plan June 14<sup>th</sup> meeting, and discuss progress on recruiting people for committees

June 14, 1999 First meeting of the full working group. Librarians and others interested in participating in committee work will be invited to attend this meeting. Approximately four hours will be spent discussing the project in general and getting information from a consultant on multitype libraries. Committees that are formed will have about three hours to work together.

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August 30<sup>th</sup> (or before) The Planning Group will meet to judge progress of the committees and plan for the September meeting of the full group.

September 15, 1999 (or before) Full group meets a second time to review progress. One or more consultants will address issues identified by committees. The need for regional assessment of needs and resources will be considered.

September 30, 1999 Drafts of committee reports are due to the Planning Group Coordinator.

Write first quarterly report for State Library

October 15, 1999 (or before) Planning Group meets to organize, add comments to, and suggest revisions, if necessary, to committee draft reports.

October 31, 1999 Write first quarterly report for State Library

November 15, 1999 Committee reports are distributed as packets to Planning Group members and other volunteers who will lead regional meetings.

November 15 – January 31, 2000 Five or more regional meetings are held to discuss draft committee reports. A wide range of people from area libraries, user groups and interested organizations will be invited to attend.

These regional meetings will serve the purpose of focus groups for gathering additional information as needed. Surveys will be distributed if necessary.

December 31, 1999 Write second quarterly report for State Library

March 31, 2000 Write third quarterly report for State Library

April 15, 2000 (or before) Hold working meeting number 3 of full group to incorporate input from regional meetings

May 1, 2000 Final drafts of committee reports due to Planning Committee

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May 15 - 30, 2000 Second round of geographically based meetings, to present and answer questions about the Final Regional Plan

June 30, 2000 Final report and Regional Plan sent to the California State Library

8. Proposed budget and fiscal agent.

Region 1 will use its planning grant funding primarily to finance planning meetings. Costs will include funding for four Planning Group meetings, three Full Committee meetings, and ten geographically based meetings. One or more consultants and/or facilitators will be utilized to provide input on multitype systems.

Funds will also be used for communications, including creation and development of a web site.

The Fiscal Agent for this project will be North State Cooperative Library System, which will receive ten percent of the grant for indirect costs.

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### PROPOSED BUDGET

Regional Library Network Planning Region 1

Budget Summary:	LoC (1)	Other funds (2)	In-kind (3)	Total (4)
a. Salaries & Benefits			90,560	
b. Operations	54,298		3,500	
c. Equipment				
d. Total	54,298		94,060	

#### Narrative detail

In-kind costs that will be covered by potential member libraries primarily involve the salaries of the members of the Planning Group and the full committee. Although some funding will be available to reimburse members for travel to meetings, and to a limited degree substitutes at their libraries, their time will be covered by their member organizations.

The time committee members spend meeting on their own will be in kind contributions. They will not be reimbursed for travel for their interim meetings, but it is hoped that some committees will take advantage of teleconferencing and videoconferencing to cut down on their costs.

#### a. Salaries & Benefits

North State Cooperative Library System will not hire staff for this project. Therefore, no salaries or benefits are covered by this category.

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### **b. Operations**

The Planning Committee Chairperson will request reimbursement for up to \$3600 to help to cover her salary for time spent on the grant. This is figured as 15 hours per month at \$20 per hour. Siskiyou County Library will also provide clerical assistance, for which it will be reimbursed. This is figured at four hours per week, at \$15 per hour. Additional funding (\$2,000) is set aside to cover substitutes for Planning Group members at their home libraries as needed.

Most of the funds in Operations will be used to cover travel expenses for full group members and planning group members.

Library of California funding (\$3,000) will also pay for consultant(s), probably for Working Meeting 2, to speak on issues that face multitype library systems. One thousand in grant funds is set aside for Web site design and maintenance. Supplies, postage, and printing are budgeted at \$5,000, and \$1,498 for miscellaneous and unanticipated expenses.

### **c. Equipment (more than \$5,000)**

No equipment expenditures are anticipated for this grant.

### **d. Total**

The total for this grant is \$54,298, as specified in the State Library planning documents



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### FISCAL AGENT AGREEMENT

Regional Library Network Planning Region 1

Name of Fiscal Agent Institution/Organization : North State Cooperative Library System

Mailing Address

259 North Villa

Willows, CA 95988-2607

Contact Person: Jim Kirks

Title: System Administrator

Telephone Number: 530/934-2173

Fax: 530/945-7156

Email: [jkirks@glenn-co.k12.ca.us](mailto:jkirks@glenn-co.k12.ca.us)

My institution/organization agrees to be the Fiscal Agent for Regional Library Network Planning Region 1.

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Director/Officer

Date \_\_\_\_\_

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### REGIONAL LIBRARY NETWORK CONTACT INFORMATION

All communications for Regional Library Network Planning Region \_\_\_\_1\_\_ should be directed as follows:

Name of Institution/Organization \_\_\_\_\_ Siskiyou County Library \_\_\_\_\_

Mailing Address

\_\_\_\_\_ 719 Fourth Street \_\_\_\_\_

\_\_\_\_\_ Yreka, CA 96097 \_\_\_\_\_

Library Director/Officer \_\_\_\_\_ Pat Harper \_\_\_\_\_

Contact Person (if different) \_\_\_\_\_

Title \_\_\_\_\_ County Librarian \_\_\_\_\_

Telephone Number \_\_\_\_\_ 530/841-4179 \_\_\_\_\_

Fax \_\_\_\_\_ 530/842-7001 \_\_\_\_\_

Email \_\_\_\_\_ [siskiyoulibrary@snowcrest.net](mailto:siskiyoulibrary@snowcrest.net) \_\_\_\_\_

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### CORE REGIONAL LIBRARY NETWORK PLANNING GROUP MEMBER INSTITUTION/ORGANIZATION INFORMATION

Name of Institution/Organization \_\_\_\_\_

Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director/Chief Officer \_\_\_\_\_

Contact Person (if different) \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Type of institution/organization represented:

- ☐ Academic library
- ☐ Public library
- ☐ School library
- ☐ Special library
- ☐ Organization located in the region (CLSA systems, SLA chapters, etc.)
- ☐ Statewide major resource library

My institution/organization agrees to be a Core Regional Library Network Planning Group member for Planning Region \_\_\_\_\_ and to participate in the activities of the Planning Group.

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Director/Chief Officer

Date \_\_\_\_\_